Nexus Education Schools Trust

Health & Safety Policy

Date: May 2024
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Health and Safety Policy

Introduction

This policy outlines the approach that is in place in order to create and maintain a safe working environment for staff, students and visitors to the nursery.

This policy details the local arrangements for managing health and safety at Nest Nurseries. It is a localised policy to the schools Nexus Education Schools Trust Health and Safety Policy and should therefore be read in conjunction with this. This is accessible on the schools website.

Statement of intent

Nest Nurseries is committed to ensuring high standards of health and safety in all its activities. We aim to not just comply with the minimum health and safety legislative requirements but the spirit of the law as well. Nest Nurseries values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. We recognise the economic and social benefits which are derived from the implementation of an effective health and safety management system. In order to derive these benefits, Nest Nurseries Senior Leadership Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the nurseries' safety management system.

All staff are required to familiarise themselves with the contents of these pages and to be clear about their responsibilities. In particular, it is everyone's responsibility to be alert to health and safety issues and to report or act upon any hazard in accordance with the set procedures.

Section 1. Responsibilities

Overall responsibility for Health and Safety falls to the Lead Teacher in the nursery and Paula Farrow (Chair) supported by Nick Ide (Director of Estates).

It should be noted however, that all staff, line managers in particular, have responsibility for monitoring their working environments and working practices in respect of health and safety. Matters of concern should be referred to the appropriate person as indicated in the line management structure.

The Governance

The nursery is governed by the board of trustees, Nexus Education Schools Trust and it's sub committees to ensure quality of provision, resources and safeguarding.

Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to cooperate with the leadership team at Nest Nurseries to enable us to carry out our responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using Nest Nurseries hazard reporting system, by reporting this immediately to the Site Supervisor and Lead Teacher in the Nursery. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with Nest Nurseries Health and Safety Policy and associated arrangements, and to cooperate on its implementation.

Employees must ensure that they are fully aware of their own health and safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Head of Nursery:

The Head of Nursery is responsible for ensuring that:

- The health and safety decisions of Trust are complied with; Systems are established and maintained within Nest Nurseries to ensure that health and safety is effectively managed; A competent health and safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed; This policy is brought to the attention of all staff and they are aware of their responsibilities under them;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures; There are adequate arrangements in place to enable Sheringham's employees to be consulted on matters affecting their health and safety.
- Where trade union safety representatives have been appointed, that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular, that adequate arrangements have been made to manage potential emergency situations;

- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- The Nursery's health and safety performance is monitored;
- Termly health and safety inspections of the nursery are carried out by the Health and Safety Coordinator (Denise McGery)

Lead Teacher of Nursery

The Lead Teacher in the nursery manages the day-to-day operation of the nursery. It is therefore responsible for ensuring there is a positive health and safety culture within the nursery. They are also responsible for establishing and maintaining the nursery's safety management system.

Members of the Management Team are responsible for deputising for the Lead Teacher in their absence.

Management Team- Deputy managers

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring that this policy, and the arrangements made under it are implemented in their areas of activity. As a general rule, the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- Promoting and developing a positive attitude towards health, safety and welfare throughout the organisation;
- Ensuring that they are and remain competent to undertake their role;
- Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- Ensuring risks are assessed, the significant findings recorded and communicated to employees, and appropriate protective and preventive measures implemented;
- Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the nursery's established systems;
- Monitoring the implementation of this policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;

- Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- Making suitable arrangements for consultation with employees and employee safety representatives;
- Reporting health and safety issues which they cannot resolve to the nursery's Health and Safety Co-ordinator (Denise McGery) or the Site Supervisor (Patrick May).

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Health and Safety Coordinator (Denise McGery)

The main purpose of this role is to champion and monitor the implementation of the nursery's health and safety Policy on behalf of the Lead Teacher of Nursery. They are therefore responsible for:

- Establishing central record keeping systems for the nursery, for key documents such as risk assessments, safe systems of work and emergency procedures;
- Preparing health and safety monitoring reports for the nursery's governance on behalf of the head of nursery;
- Reporting deficiencies, failures, or lack of co-operation with the nursery's safety management system to the Site Supervisor where they are unable to achieve resolution themselves;

Site Supervisor- School premises lead

The site supervisor is responsible for ensuring the health and safety of the site. In particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book daily, rectifying those issues within their authority and notifying the Health and Safety Coordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the Nursery to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant school procedures, including but not limited to fire, hazard and accident reporting.

Section 2. Control Measures

Safety Training

Whilst other areas of staff development are important and desirable, Health and Safety training of staff is a legal requirement. This training takes a variety of forms including:

- Written instruction about responsibilities and procedures (particularly this document and related documents referred to herein).
- Information to all colleagues through staff bulletins, briefings and staff meetings.
- Staff attending on-site/off-site courses as appropriate.

It is the responsibility of each individual, before undertaking any activity or using any item of specialist equipment, to ensure that they are appropriately trained and competent to do so.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
The lone worker will ensure they are medically fit to work alone.

Accident/near misses and assault/incident reporting and investigation

A near-miss is an incident which could have resulted in injury or loss, if the circumstances were different (for example if someone working at height dropped a tool that could have hit someone but luckily didn't).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in in the first aid logs. All other accidents are to be reported to Denise McGery, who will record the incidents on Riddor. See Trust Policy on full details on reporting to HSE.

Hazard and unsafe acts and omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported.

Risk assessments

The Nursery has assessed the risks relating to its operations. Where significant risks have been identified, these and the necessary control measures have been recorded. The Health and Safety Coordinator (Denise McGery) maintains a central record of all risk assessments..

The Health and Safety Coordinator and Nursery Teacher are responsible for ensuring that staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the staff member in overall control of the activity will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

Manual handling of loads

Staff are cautioned to take great care in all matters requiring the lifting and/or carrying of loads. No individual should lift or carry any load without first making an assessment of the risk and being satisfied that the load can be safely handled without injury to the handler or others. Care should be taken to ensure that children are not asked to handle unsafe loads. It must always be possible to see where they are going and to negotiate safely any obstacles such as stairs, kerbs, doors, etc. Many injuries result from the incorrect lifting of loads and care should be taken to avoid this by using correct body position. If the moving of a load is thought to pose a risk, LBB should be asked to arrange its removal. In this instance, the task may not be able to be done instantly.

Electrical safety

All portable electrical appliances must be tested regularly. This is the responsibility of the Site Supervisor and carried out on a whole school basis. Only equipment which has been tested and passed as safe can be used. As such this equipment will bear a sticker indicating, for example kettles and other items of equipment which are not for use by pupils. The only items which can be used which do not have a sticker are those items purchased as new since the last inspection. Details of all electrical equipment and its test status are held by the Site Supervisor. No-one should bring in, purchase or use electrical equipment which has not been approved and tested, please see the Site Supervisor.

Maintenance of the garden is carried out by specialist teams. Please report any issues to the Health and Safety Coordinator, Denise McGery.

First Aid

The Nursery has assessed its needs in relation to first aid to ensure there is adequate provision at all times Nest Nurseries is occupied. Details of first aiders are displayed on notices around the Nursery.

Fire Safety Procedures

Refer to the separate Fire Safety Procedures document – copies available in the nursery office. All staff will read through the policy during their induction process.

Stress

Nest Nurseries recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the Lead Nursery Teacher. Employees may also call Nest HR at the Nest Central Office for advice.

Visitors

All visitors should report to Reception and sign in. Each person is issued with a visitor's badge which must be worn at all times whilst on the premises. The badge should be returned and the departure time noted as the visitor leaves the school. Visitors will not be given direct access to staff or pupils but will be asked to wait in the reception area whilst the person they are seeking is notified of their arrival. This also gives an opportunity for staff to assess whether it is advisable to make themselves or pupils available where there is no pre-agreed appointment. Any visitors without a DBS check with never be left alone at any point during their visit to the nursery.

Contractors

All contractors are subject to the same "Signing in" and "Signing out" procedures as are applied to other visitors. It is required that all contractors supply and wear at all times their own identification badges. Where this is not possible (e.g. emergency repairs where there has been no pre-contract meeting) they should be issued with a school/Nursery visitor's badge.

For large contracts, a site meeting is always held before the work commences. Present at such meetings are representatives from: the School Leadership Team, Director of Estates, LBB (if applicable), and the Site Supervisor. One of the main purposes of this meeting is to clarify all rules and establish limits for contractor activity. For contractors working during the school day, they must supply the school and nursery with their DBS certificate and photo identification (preferably company ID) on arrival. The site supervisor is responsible for monitoring contractors on site.

Smoking

Smoking is not permitted anywhere on the nursery/school premises. This includes the use of e-cigarettes and vaping.

Educational Visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a Nursery mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils there will always be at least one first aider with a current pediatric first aid certificate

Violence and or verbal abuse at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/head of nursery immediately. This applies to violence from pupils, visitors or other staff.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Section 3. Monitoring

Monitoring of policies and procedures

Policies and procedures are reviewed annually and amended as required. Changing legislation is communicated to all relevant parties as it is received. The school communicates information on health and safety to its employees using the following methods:

- As part of the induction process
- Team meetings/Staff meetings/INSET Days
- Staff notice boards
- 1:1s where required

Health and Safety representatives

Nest Nurseries has a Health and Safety representative

- Monitor all activities on this site from a Health and Safety perspective Carry out inspections
- investigate accidents
- Meet regularly with the manager responsible for Health and Safety Advise on action in respect of risks

Inspections

Please see School/NEST Policy for full details on inspections e.g. for PAT Testing, legionella.

Monitoring of health and safety performance

A termly report is provided to nursery Governance which includes the following monitoring data:

- Number of accidents
- Number of near-miss reports;
- Number of incidences of work-related ill health
- Number of hazards reported/rectified;
- Outcomes from fire drills.